

## **Settlement Conferences**

In cases that are referred for settlement conferences, all parties shall, no later than 5 business days before the scheduled conference, deliver to the Magistrate Judge's chambers a confidential, ex parte mediation summary (do not electronically file the mediation summary.) The summary shall describe any settlement discussions that have taken place, including any offers of settlement that have been made. INDIVIDUALS WITH FULL SETTLEMENT AUTHORITY SHALL BE PERSONALLY PRESENT AT THE SETTLEMENT CONFERENCE.